

Job Description

Missouri State Highway Patrol

Class Title: Senior Chief Examiner

Title Code: V07615

Effective Date: 06/02/96

Date Reviewed:

Date Revised: 3/18/05 #19

Immediate Supervisor: Director, Driver Examination

Position Supervised:

FLSA Classification: Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The Senior Chief Examiner assists the Driver Examination Division Director in establishing and administering the driver examination program through functional supervision and coordination of field activities. An employee in this position performs a variety of administrative responsibilities, e.g., analyzing staff and field operations, developing and recommending work standards and procedures, making staff studies, preparing reports, maintaining good public relations and liaison duties with other agencies. Duties also involve reviewing and analyzing the work performed by subordinate driver examiners and traveling throughout the State to observe and monitor subordinate employees and inspect equipment and facilities. An employee in this class has considerable latitude for exercising independent judgment in providing functional supervision of the driver examination program.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assists the division director in establishing and administering the driver examination program through functional supervision and coordination of field activities.

Assists in the development or revision of departmental policy relating to the functions, services and procedures of the Driver Examination Division.

Provides technical and procedural assistance to staff and field personnel, governmental agencies and the general public, which are affected by driver examination regulations.

Provides technical assistance in overcoming supervisory deficiencies and improving supervision by advising and training personnel as required.

Reviews and analyzes reports and other documents to determine compliance with acceptable standards, to determine training needs and competence levels of operational and supervisory personnel and to identify needed changes in established standards.

Participates in employee discipline as a reviewing authority.

Makes regular trips to troop headquarters and satellite stations throughout the State and monitors the performance of personnel, inspects facilities and equipment, identifies problems and training needs, and notes any desirable changes in operating procedures relating to driver examination operations.

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Assists in planning, developing, and implementing basic in-service and advanced training programs.

Keeps field personnel informed concerning laws, rules and regulations relating to driver examination and assists in the development, publication and maintenance of the Driver Examination Operations Manuals.

Participates in developing standards for quality work of subordinate personnel.

Directs the development and maintenance of a centralized file containing master procedure manuals and forms, federal and state manuals, programs and directives, laws, rules and regulations, administrative orders, department directives, organization charts, training materials, examinations, etc., and allied materials relative to driver examination.

Assists the division director in investigating, researching and answering the inquiries or complaints of citizens relating to driver examination activities.

Plans, coordinates and assists in conducting surveys, studies and analysis of all phases of the driver examination program, including operational procedures, forms, equipment, communications, etc.

Ensures that new personnel are properly trained; checks the work of all subordinates periodically for progress; rides with examiners periodically to check for scoring uniformity.

Reports results of all examinations; prepares daily and monthly reports for review and analysis.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the methods and procedures used in administering driver license examinations.

Knowledge of the laws, rules, and regulations pertaining to examinations for motor vehicle operators and the driver examination program.

Knowledge of the principles of administration, supervision and training.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to effectively plan, organize and direct the work of others.

Ability to deal tactfully and courteously with the public and to resolve differences which may arise between the public and a subordinate.

Ability to maintain complex records and files.

Ability to conduct driver license examinations in accordance with prescribed regulations.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to work independently.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

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Ability to review reports for completeness, clarity, accuracy and legibility.

Ability to exercise judgment and discretion.

Ability to plan, direct and evaluate the work of others.

Ability to gather, organize, analyze and evaluate facts and figures to determine fundamental causes and symptoms of operational and organizational weaknesses.

Ability to establish and maintain effective and harmonious working relations with other employees, governmental officials and the public.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess at least seven years of experience as a driver examiner or its equivalent.

Possess at least one-year experience as a chief, supervisor, or CDL Examination Auditor assigned to the Driver Examination Division.

NECESSARY SPECIAL REQUIREMENTS

Must have successfully completed a job-related examination as specified by the Director of the Driver Examination Division.